

SANDY CITY  
APPROVED POSITION SPECIFICATION

I.	<u>Position Title:</u> Facilities Manager - Building Services	<u>Revision Date:</u> 06/13
		<u>EEO Category:</u> Service-Maint.
		<u>Status:</u> Exempt (Admin)
		<u>Control No:</u> 30366

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Assistant Chief Administrative Officer, performs or coordinates maintenance and custodial operations of City Hall and other City buildings, and supervises the work of maintenance and custodial staff members.

III. Essential Duties:

- Performs a variety of technical skilled duties related to planning; organizing; directing; performing and coordinating facility maintenance, custodial services, and operations.
- Establishes facility maintenance work priorities and completes maintenance assignments, as necessary.
- Coordinates all cleaning activities, floor/tile scrubbing, and carpet cleaning in city facilities.
- Coordinates and implements purchasing and project contracts; develops written and defined bid specifications; solicits bids; and makes recommendations for bid awards.
- Purchases and maintains cleaning equipment, and supplies.
- Monitors building maintenance and custodial budget; prepares and forecasts budget requirements annually; and makes recommendations regarding changes in budgetary needs.
- Implements facility security needs and policies, including the proper operation and function of various security and/or access systems (e.g., emergency power, fire, alarms, etc.).
- Operates, manages and monitors maintenance of heating, ventilation and air conditioning (HVAC) systems in assigned city facilities. Manages and monitors systems to ensure proper operation and efficiency. Troubleshoots system failures/problems, as necessary.
- Coordinates various remodeling and construction projects, including proposed budgets and time-lines for completion.
- Coordinates service activities of outside contractors to ensure proper performance and completion of contracted capital and maintenance services.
- Conducts regular inspections of facilities to identify and correct maintenance and custodial problems and/or hazards.
- Evaluates needed repairs and maintenance and does the work in-house, when feasible.
- Contracts for and oversees the maintenance and repair work that is not feasible to do in-house.
- Maintains a work management system and a log of equipment repairs. Files and records instruction manuals and warranties for all building equipment.
- Inventories and monitors the distribution of all keys in assigned facilities.
- Ensures that assigned buildings are unlocked each morning and locked each evening.
- Responds to calls on security problems, when needed.
- Supervises maintenance and custodial staff.
- Schedules working hours for all division personnel.
- Initiates personnel actions related to recruitment and selection.
- Keeps buildings and systems in compliance with fire codes, building codes and insurance requirements.
- Reviews systems for obsolescence and effectiveness.
- Establishes and implements processes for responding to departmental work order/repair requests at all City Hall and other city facilities, as required.
- Efficiently manages equipment and supplies to minimize costs.
- Moves and repairs furniture and moveable partitions.

- Develops and implements on-going, preventative maintenance schedules for assigned capital facilities, systems and services, including elevator service, paint, wallpaper and carpet replacement, fire suppression systems, HVAC units, etc.
- Prepares city facilities for meetings, activities and seasonal events.
- Responsible for event scheduling in assigned city facilities, including the City Hall multi-purpose room.
- Responsible for custodial and maintenance inventory control and OSHA Material Safety Data Sheets (MSDS) logs.
- Conducts training on proper methods of safety practices and inspects areas for safety hazards.

IV. Marginal Duties:

- Provides advice on cleaning, maintenance, and related issues for other city buildings when requested.
- Maintains and operates fountains, flags, and poles in assigned city facilities.
- Monitors grounds for snow or ice dangers and coordinates with the Parks Department or the Public Works Department to address identified problems.
- Monitors energy usage and makes recommendations for operating city facilities efficiently.

V. Qualifications:

**Education:** Requires a high school diploma or equivalent. Requires a bachelor's degree in facilities management and/ or journey level licensing in electrical, plumbing, carpentry or related field. May substitute any equivalent combination of education and experience.

**Experience:** Requires four years related experience in facilities maintenance with two of those years including supervisory experience. Two years of specialized training in refrigeration and air conditioning preferred. May substitute any equivalent combination of education and experience.

**Certifications/Licenses:** Requires a valid Utah driver's license. May be required to possess construction and/or professional technical licenses or certifications.

**Probationary Period:** A one-year probationary period is a pre-requisite to this position

**Knowledge of:** Basic carpentry, electrical, plumbing, and related building trades; HVAC systems; maintenance practices; public sector procurement practices; customer service techniques; supervisory practices; the Americans with Disabilities Act; OSHA regulations and safety practices.

**Responsibility for:** Keeping City Hall and other city buildings, as assigned, in good repair; cost effective maintenance of facilities and equipment; safety of city employees and visiting public; managing risks presented by hazardous materials, blood borne pathogens, equipment usage and other potential hazards; city facility security; responsibility for making decisions affecting the activities of people, including meeting deadlines and budget estimates, building services budget administration; great responsibility for the supervision of full-time, part-time and/or non-benefitted staff.

**Communication Skills:** Maintains contact with other departments, furnishes and obtains information requiring tact and judgment to avoid friction; access to information that must be kept confidential; communicate effectively verbally and in writing.

**Tool, Machine and Equipment Operation:** Requires operation of various hand and power tools, elevators and HVAC systems; regular use of a City vehicle; regular use of general office equipment, a personal computer and computer programs including spreadsheets, word processing and other applicable applications.

**Analytical Ability:** Establishes and maintains effective working relationships with employees, executives, and the public; applies problem solving and analytical principles to effectively identify and address problems with facilities and systems.

VI. Working Conditions:

*Physical Demands:* While performing duties of job employee may frequently bend, stoop or crouch. Employee frequently communicates with others. Employee may sit or stand for long periods of time. Moderate exposure to unpleasant and hazardous working conditions including the handling of hazardous materials; in addition to occasional heavy lifting (45 pounds and over).

*Work Environment:* Generally comfortable working conditions. The noise level in the work environment is usually moderate, with occasional increased noise exposure. Occasional exposure to stressful situations as a result of human behavior and deadlines. Occasional exposure to dangerous or disagreeable conditions including heat, cold, excessive noise, fumes, heights and confined spaces. Some evening and weekend work required with some 24-hour emergency call-outs required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:\_\_\_\_\_ DATE:\_\_\_\_\_

PERSONNEL DEPT. APPROVED BY:\_\_\_\_\_ DATE:\_\_\_\_\_